

**CITY OF RIVERSIDE**

9647

12/12/05

**HUMAN RESOURCES DEPARTMENT**

Created

**CLASSIFICATION SPECIFICATION****TITLE: INTERGOVERNMENTAL RELATIONS OFFICER (NON-CLASSIFIED)****DEFINITION**

Under general direction, to plan, coordinate and perform the activities and operations of the Intergovernmental Relations program as defined by the Mayor and City Council consistent with the City Charter; to coordinate assigned activities with other departments, divisions, outside agencies and the general public. This is an "at-will" classification as defined by the City Municipal Code.

**DISTINGUISHING CHARACTERISTICS**

This classification is exempt from the classified service. The incumbent shall be appointed "at-will" and serve at the pleasure of the City Manager.

**REPORTS TO:** City Manager.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the City Manager. May exercise functional and technical supervision over interns and administrative support staff assigned to the Mayor and City Council.

**EXAMPLES OF DUTIES**

Typical duties may include, but are not limited to, the following:

- Plan, coordinate and perform the activities and operations of the Intergovernmental Relations program; provide elected officials (and management staff) with timely information, analyses, technical assistance and recommendations regarding various policy and legislative issues and related intergovernmental activities.
- Coordinate Intergovernmental Relations program services and activities with those of the City Manager's Office and other elected officials.
- Develop and implement the Intergovernmental Relations program; inform Mayor and City Council of major intergovernmental policy and legislative issues affecting the City; initiate appropriate responses to proposed or pending intergovernmental policies or legislation affecting the City at city, county, special district, regional, state and federal levels.
- Research pertinent policies and legislative information, facilitate contacts and relationships with elected officials in other cities, counties, special districts, regional, state and federal governments and agencies; draft letters of position for the City; and arrange for visits with other elected officials.
- Assist in ensuring that legislative strategies and policy initiatives are carried out by contracted legislative advocates and direct priorities.
- Enlist and encourage City Council members to take an active advocacy role in matters of interest to the City, including to research pertinent information, write speeches, arrange for testimony, make personal contacts and to draft letters of position for Council, arrange for Council members visits to district offices of the city, county, special district, regional, state and federal legislators.
- Attend and participate in professional and community group meetings on behalf of the Mayor and City Council; stay abreast of local issues and new trends in the field of intergovernmental relations.

- Perform related duties and responsibilities on behalf of the Mayor and City Council consistent with the City Charter.

## **QUALIFICATIONS**

### **Knowledge of:**

- Local, regional, state and federal government organization.
- Principles and practices of public administration.
- Operational characteristics, services and activities of an Intergovernmental Relations program.
- Pertinent local, regional, state and federal laws, rules and policies regarding local government operations.
- Research methods and techniques and report presentation.
- Personal computer operation and applications including word processing, data-base and spread sheets.

### **Ability to:**

- Perform the operations, services and activities of an Intergovernmental Relations program.
- Coordinate a variety of activities with the City Manager and with outside governmental agencies.
- Analyze and interpret local, regional, state and federal legislation and prepare recommendations.
- Establish and maintain effective and cooperative working relationships with those contacted in the course of work including a variety of City and other government officials, community groups and the general public.
- Analyze situations carefully and adopt effective courses of action.
- Communicate clearly and concisely, both orally and in writing.
- Operate a personal computer and applicable software programs.

### **Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

*Education:* The equivalent to a Bachelor's Degree from an accredited college or university. Up to two years of additional experience may be substituted for two years of the required education on a year-for-year basis.

*Experience:* A range of 3 - 5 years of professional experience including the analysis of legislation and participation in a variety of business and/or community oriented special projects and activities. A Master's Degree may be substituted for one year of the required experience.

**MEDICAL CATEGORY:** Group 1

### **NECESSARY SPECIAL REQUIREMENT**

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

### **CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Intergovernmental Relations Officer (Non-Classified)

**TO:**